

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

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<b>Policy Subject: Fire Emergency</b>	
<b>Policy Number: STP 07</b>	<b>Standards/Statutes: ARM 37.27.121</b>
<b>Effective Date: 01/01/02</b>	<b>Page 1 of 5</b>

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**PURPOSE:** To coordinate activities within the facility in the event of a fire.

**POLICY:** To provide staff and patients with a safe and coordinated plan when responding to an emergency.

**PROCEDURE:** IN EVENT OF A FIRE

Fires do happen, and we must guard against them constantly. A good predetermined procedure will go a long way in preventing fires from gaining headway. Each employee must be constantly alerted to conditions that may cause fires. It is the responsibility of each and every one of us employed in the Montana Chemical Dependency Center to be thoroughly familiar with the details of the procedure below. Preservation of life is primary concern.

REMEMBER – FEAR AND PANIC CAN CAUSE MORE INJURY AND DAMAGE THAN FIRE.

In case of fire -- Don't shout fire.

Be calm - reassure our patients.

If you discover a fire: Use the acronym R.A.C.E. to help you prioritize your responsibilities.

R - Rescue Patients, Staff and Visitors

A - Sound Alarm

C - Confine Fire

E - Evacuate

**RESCUE:**

- Immediately remove patients, staff and visitors from danger area – away from flames, heat smoke, gases. If smoke or gases are present, get down on floor and crawl to safety.
- Close doors and windows if safe to do so.

**ALARM:**

- Activate the nearest pull station alarm.
- Announce CODE RED over the intercom – select page button on telephone(if intercom is not working then use telephone, hand held radio or other means) giving location of fire.

- Call 911 and report situation. Notify Butte Convalescent Center @ 723-6556.
- After reporting fire, if safe to do so, return and assist with process of confining fire and/or evacuation.

#### CONFINE:

- Close all doors and windows in immediate area-if safe to do so. If you are in a room close windows and door upon exiting room.

#### EVACUATE:

- Circumstances may dictate need to evacuate but safety of life is the determining factor.
- **Charge person will execute the evacuation order and be responsible for accounting of staff and clients before evacuating and when reaching relocation site**
- **Charge person is first supervisor to arrive on scene and/or in their absent it will be charge nurse on duty.**

When an alarm sounds or when informed of emergency situation(s);

- Charge person will immediately proceed to reported problem area and assess situation and determine which course of action to execute.
- Charge person should have in their possession the following a hand held radio and a staff member, if staffing is available.

When assessing fire situation(s) and if deciding it is necessary to evacuate, depending upon circumstances, it may be possible to move patients to different areas of the building away from danger area without having to evacuate building. The deciding factor is never to put yourself or others at risk.

Examples of areas;

- Opposite side of fire doors away from danger area on each floor.
- Another floor
- Basement area
- Any part of building that is safe and away from danger area.

If evacuation is warranted the charge person or designee will inform staff of which exit is the safest to use and which relocation site to use. Staff on each floor will work as a team in performing their responsibilities and implementing evacuation plan

#### EVACUATION PLAN

Order of Evacuation – in a calm and orderly fashion

- Person(s) nearest the affected area shall be escorted to a safe location.
- Check all rooms to ensure no person is left behind.
- Close all doors and windows in vacated rooms, if safe to do so.
- Move ambulatory person(s) nearest affected area first.
- If building wide evacuation is necessary inform staff which floor is to go first, which exit to use and where to relocate.

#### INTERNAL RELOCATION SITES

1. Behind hallway fire doors
2. Cafeteria
3. Basement area
4. Auditorium

5. Another floor or area of the building that is safe and away from the fire area
6. Butte Convalescent Center Northwest basement area

#### EXTERNAL RELOCATION SITES;

1. Sidewalk on Continental Drive directly below flagpole.
2. Running track behind building
3. Butte Convalescent Center; 723-6556 – 2400 continental drive
4. Webster Garfield School; 496-2150, after hour's 723-5063: this location is our first choice for an area wide evacuation
5. Montana State Hospital, Warm Springs –693-7000

When alarm sounds and no communication is broadcast over the intercom, administrative staff will look at fire panel located in front office to locate source of fire and make announcement of location. When administrative staff is off duty it will be the responsibility of nursing staff to use fire panel to locate fire source and make announcement.

- Employees on the floor where emergency is reported will proceed to emergency area, perform RACE, assigned duties and follow instructions of charge person.

#### Things to remember

- Remove patients from danger area involved in the fire and from rooms adjacent to the fire area. Move them at once behind hallway fire doors opposite fires location; example, if fire is in the south end of hallway, move patients to north end of hallway.
- Close all doors and windows in room and rooms adjacent to the fire area if safe to do so.
- Remove all oxygen tanks in the vicinity of the fire from the danger area. On 2<sup>nd</sup> and 3<sup>rd</sup> floors they are located behind desk at Nurse Station on first floor by employee mailbox.
- Calm and reassure patients.
- Evacuate building when instructed by the charge person or responding emergency units following evacuation plan.
- After fire is out, do not attempt to clean up debris until the fire inspectors, insurance inspectors or program Administrator, have made a complete inspection.
- Before opening any door, feel the doorknob or door with the back of your hand for any sign of heat. Do not open door if it is warm to the touch. If door feels cool, open it slowly but be prepared to slam it shut if smoke is on the other side.
- Once out of the building do not go back into the building for any reason until the all clear is given.
- Do not use elevators.

- Walk do not run.

#### LOCATION OF EXITS

1. Exits are located at the north and south ends of the hallways on first, second and third floors. Main entrance, Auditorium- north side. Cafeteria south stairwell and north end of dining hall.

How to use fire extinguishers: Remember the word PASS

1. Pull the Pin: This unlocks the operating lever and allows you to discharge the extinguisher.
2. Aim low: Point the extinguisher nozzle at the base of the fire
3. Squeeze the lever: This discharges the extinguishing agent, releasing the lever will stop the discharge.
4. Sweep from side to side: moving carefully toward the fire, keep the extinguisher aimed at the base of the fire. Sweep it back and forth until the flames disappear.

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